

SECTION 700.00 MINOR AGREEMENTS

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710.00 Consultant Selection

720.00 Preparation and Administration

SECTION 700.00 – MINOR AGREEMENTS

Minor Agreement procedures may be utilized with prior approval of the Consultant Administration Engineer (CAM) to obtain Consultant services for services that total \$30,000 or less. The object of the Minor Agreement procedures is to simplify the procurement process for small purchases. The intent of these agreements is **NOT** sole source selection, nor elimination of qualification-based selection criteria.

SECTION 710.00 – CONSULTANT SELECTION

Minor Agreement procedures allow a great deal of flexibility in solicitation. For example:

- Credentials on file for the Master List of Consultants can be reviewed and a consultant selected from that information
- Consultants could be contacted using the Yellow Pages as a source. The Consultant's qualifications could be reviewed over the telephone or written material could be obtained.

When services are desired under Minor Agreement procedures, an [ITD-2760](#), Request for Consultant Services, shall be completed and sent to the Consultant Administration Unit (CAU).

The CAM, or delegate, will work with the originating party to determine appropriate solicitation procedures

The CAM will document the procedures used and submit the recommendation to the Assistant Chief Engineer – Development or the appropriate Division Administrator for approval.

SECTION 720.00 – PREPARATION & ADMINISTRATION

After the Consultant is selected, the agreement is negotiated and administered similar to other agreements with the exception that an independent estimate is not required.